



Interagency Coordinating Council (ICC) for Infants and Toddlers

ICC Executive Committee Meeting Minutes - DRAFT

Virtual Meeting

Thursday, October 24, 2024

10:30am - 12:00pm

The role of the ICC is to advise, assist, and advocate for the Arizona Early Intervention Program and its partnering agencies to administer, promote, coordinate, and improve early intervention for families and professionals.

Attendance

Members (ICC Governor Appointees)

Kendra Benedict (present)
Stephanie Collier (absent)
Lana Graber (present)
Sarah Greene (present)
Olivia Lindly (absent)

Charlene May (present)
Amy Munoz (absent)
Amber Neubauer (present)
Sonia Samaniego (present)
Laurie Shook (present)

Members (Subcommittee Appointees)

Kyle Hammond (present)

Staff (AzEIP)

Amy Aeed (present)
Anissa Albert (present)
Jerrilene Antone-Morton (present)
Ena Binns (absent)
Lisa Casteel (present)
Annie Converse (present)
Chantelle Curtis (absent)
Tanya Goitia (present)

Lidia Gonzales (present)
Jeremiah Hale (absent)
Amanda Honeywood (present)
Jessica Jimmerson (absent)
Erica Melies (present)
Pamela Meurer (present)
Amanda Tipotsch (present)
Lisa Vallee (persent)

Minutes

1. Call to Order - (Sarah Greene/Chair) 10:34am
 - a. Housekeeping Items - (Sonia Samaniego/Vice Chair)
2. Read Public Member Notice - (Sonia Samaniego/Vice Chair)
3. Minute Approval from August 29, 2024 ICC Executive Committee Meeting - (Sarah Greene/Chair)

- a. Laurie Shook motioned to approve the minutes from August 29, 2024
 - b. Amber Neuabuer seconded the motion to approve the minutes from August 29, 2024
 - c. Lana Graber, Kendra Benedict, Amber Nauebuer, Sonia Samaniego, Laurie Shook, Charlene May, and Sarah Greene approved the minutes from August 29, 2024
4. Discussion Items/Topics
- a. Educational Topic for next ICC
 - i. Laurie Shook will present an overview of Raising Special Kids, including the Parent-to-Parent Program
 - b. Child Find Assistance Request Discussion
 - i. Erica stated that AzEIP has requested assistance with four topics: Child Find, Parent Engagement (increasing number of parents on ICC), Improving Family Outcomes (increasing parent leadership, understanding family survey data, holding family forums), and Improving Child Outcomes)
 - ii. Committee discussed options for existing subcommittees to take on these topics or for new subcommittee(s) to be formed
 - iii. Sarah stated that family engagement seems like something for the development committee to take on, but that committee is currently without a Chair
 - iv. Laurie stated that the family engagement committee and fiscal committee are currently working on parent engagement and close to being finished with an ICC flyer
 - v. Kyle stated that the transition committee has been unable to meet and the last meeting did not have a quorum, so she doesn't have a consensus on whether or not the committee could take these topics on
 - vi. Erica stated that it is the development committee's role for ICC membership, so both the development committee and family engagement committee could take this on
 - vii. Sarah expressed concern about having enough participation for the committees and asked for clarification on the expectations for the family feedback forums and if the committee would be expected to lead these
 - viii. Erica said AzEIP is looking for advisement and how to create and make the family forums successful, not necessarily to run them, how to open up dialogues between AzEIP and families, how increase parent leadership, families may not have the Families may not have capacity to think about this when they first come in, how can we make sure they have what they need to become strong advocates, how can we build this and make sure families understand their rights
 - ix. Laurie said she will be happy to take this back to the family engagement committee one more time, these conversations have come up already and we do this
 - x. Sarah stated she is happy to join the next family engagement committee meeting and has ideas for using social media platforms to engage
 - xi. Lana Graber stated that Danielle M. said in the last meeting that she would like to participate in the child find committee and that we always have such powerful Moms sharing family stories we could reach back out to them to see if they want to be involved on a deeper level
 - xii. Sarah said she will work on this outreach to the family story presenter over the past year to see if they are interested in joining one of the committees
 - xiii. Erica said Child Outcomes might be a topic the transition committee could take on
 - xiv. Kyle asked for clarification on which topic (Child Find or Child Outcomes) the transition committee is being asked about
 - xv. Erica said child outcomes goes really well with transition, so possibly could be taken on by the transition committee, Child Find doesn't really fit into any of the groups and is the

biggest need, if a new child find committee is created we might get more participation in ICC

- xvi. Kyle said child outcomes ties into transition because we do those during transition
 - xvii. Sonia said that when we looked at those interested in being a part of a child find committee it was a majority of those in the transition committee as well, could this be something the transition committee is willing to look into?
 - xviii. Kyle said they will discuss during the next transition committee meeting because there is so much interest in Child Find she can ask if we want to add a new subcommittee within the transition committee for Child Find and will report back to ICC to see if it needs to be a work group within the transition committee itself or a whole new committee
 - xix. Sarah will reach out to family story participants from the past year
 - xx. Lisa Vallee said that AzEIP does follow up with the family after they present to let them know there are ongoing opportunities, but coming from the ICC Chair it may be seen differently
 - xxi. Sarah said availability also changes month to month as a parent so she is happy to take this on
- c. Development Committee - Discussion on replacing chair: Sarah is struggling to identify a new chair for the committee and asked if anyone on the development committee is willing to step in as temporary Chair; the development committee currently has five (5) members and one new member joining; Sarah will personally reach out to the development committee members to ask if they would be open to an interim position as Chair; Lisa V. explained that there are two processes for committee participation: governor's application for appointment to the main ICC and appointment by Sarah to a subcommittee while the ICC application is pending
 - d. 2025 - ICC Meeting Dates: a draft of potential dates will be sent out for a vote at the next ICC meeting; Annie stated that ICC will need to certify the Annual Performance Report (APR) prior to February 1, so a meeting will be needed in January which Sarah will add; Laurie and Sarah both stated that Thursdays have worked better for meetings; Lana said that April 18 is Good Friday, which may impact people's ability to participate and Sarah will make a note of this

5. Committee Updates

- a. Transition Committee - (Kyle Hammond / Camille Verdugo): no updates, next meeting scheduled for 11/21/24 before the ICC Meeting
- b. Fiscal Committee - (Amber Neubauer / Lisa Casteel / Jeremiah Hale): no major updates right now, next meeting is 11/7/24
- c. Family Engagement Committee - (Laurie Shook Interim Chair / Tanya Goitia): still looking for a family story for November, exploring four possibilities; awaiting appointment of Vice-Chair (Sarah will respond today); hoping for proposed ICC rack card to be ready for the next ICC Meeting; have heard from professionals and families that it is overwhelming to apply for ICC, proposing a QR code with interest form that would lead to contact with an AzEIP representative to share more information
- d. Development Committee - (Erica Melies): no updates

6. AzEIP Updates

- a. Update on appointments from the Governor's Office (Lisa Vallee): several applications and reapplications have been submitted to Boards and Commissions; as they await governor's approval, applicants can be on subcommittees; some applied directly through Boards and Commissions so they have not explored subcommittees
- b. Notify.gov text message campaign: close to implementation, first messages will go to families who exited AzEIP during the initial planning process to see if they would like to re-engage, also family survey, amy look to ICC for support in how to engage families in this campaign

- c. Annual Target Setting Meeting is scheduled for Thursday, 11/14 at 1pm for interested parties (ICC Executive Committee, ICC and other stakeholder invited to attend)
7. Action/Follow-up
- a. Laurie will ask the family engagement committee about assisting with parent engagement and family outcomes
 - b. Sarah will join the next family engagement committee meeting
 - c. Sarah will reach out to family story presenters over the past year to see if they are interested in joining one of the committees
 - d. Sarah will reach out to the development committee members to ask if they would be open to an interim position as Chair of the development committee
 - e. Draft of potential dates will be sent out for a vote at the next ICC meeting
 - f. Lisa V will send the subcommittee applications to the people waiting for Boards and Commissions appointments
8. Public Comment: none
9. Schedule Next Meeting: To be determined
10. Adjourn: Meeting adjourned at 11:28am by Sarah

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